Application/Module	EmpowHR 9.0	Test Script Author	Kasey Elwood	
Test Phase	QA Session - SCR 80396	Test Type	Initial / Regression	
Function		Test Executed By		
Test Case Description	Validate that all reports have a pop-up notification. Test visually then with JAWS	Execution Date(s)		
Data Prerequisite		Test Script Execution Status	Pass / Fail	

Test Step #	Test Step Description	Expected Results	Pass/Fail	Comments
1	Log into EmpowHR system by accessing the link provided. User ID: *see data sheet* Password: *see data sheet*	EmpowHR Home Page displays with Menu Navigation on Left		
2	Navigation: Employee Self Service > Tasks > Job Classification Request			
3	Click the Add button			
4	Click Print PD			
5	Ensure that a pop-up message indicates that the report is ready to be viewed			
6	Navigation: Employee Self Service > Tasks> Award Request			
6	Enter the following information Award Request Type: Spot Cash award Period of Time: from 10/1/08 to 10/1/09 Dollar Amount: 450.00 Details: Great Job			
	Click the Save button			
7	Click the Create Printable Award button			
8	Ensure that a pop-up message indicates that the report is ready to be viewed			
9	Navigation: Employee Self Service > Tasks> Awards			
	Enter *see data sheet* in the EmplID field and click the Search button			
10	Enter the following information Award Request Type: Time off award Period of Time: from 10/1/08 to 10/1/09 Reccomending Official: *see data sheet* Hours: 20 Details: Great Job			
11	Click the Save button			
12	Click the Create Printable Award button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
13	Navigation: Employee Self Service > Tasks > LC Award Request			

14	Enter the following information Award Request Type:Individual Cash Award suggestion Period of Time: from 10/1/08 to 10/1/09 Reccomending Official: *see data sheet* Dollar aMount: 250.00 Details: Great Job			
15	Click the Save button			
16	Click the Create Printable Award button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
17	Navigation> Employee Self Service >Tasks> Performance			
18	Click the New Plan button			
19	Enter 10/1/08 in the Review Period From field			
	Press the Add button			
	Click the Element and Standards page tab			
	Click the Save button			
	Add 4 more elements, making 2 of them Critical			
	Click the Create Printable Form button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
	Navigation> Employee Self Service >Tasks> Performance			
	Click the Existing Plan button			
	Click the Create Printable Form button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
	Navigation: Employee Self Service > Views > Award Tracking			
	Enter *see data sheet* in the EmplID field and click the Search button			
	Select a value from the Search Results			
	Click the Create Printable Award button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
	Navigation: Employee Self Service > Views > Personnel Actions			
	Click the Get Details button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
	Press another Get Details button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
	Navigation: Employee Self Service > Views > Position Description			
	Click the Create Printable Form button			
	Ensure that a pop-up message indicates that the report is ready to be viewed			
	Navigation: Manager Self Service> Tasks > Awards			

Enter *see data sheet* in the EmplID field and click the Search button			
Click the Create Printable Award button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation > Manager Self Service> Tasks> Performance			
Click the New Plan button			
Enter 10/1/08 in the Review Period From field			
Press the Add button			
Click the Element and Standards page tab			
Add 4 more elements, making 2 of them Critical			
Click the Save button			
Click the Create Printable Form button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation > Manager Self Service> Tasks> Performance			
Click the Existing Plan button			
Click the Create Printable Form button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: PAR Processing . HR Processing			
Enter *see data sheet* in the EmplID field and click the Search button			
Click the Print SF-50 button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Click the Print SF-52 buttom			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation > HR Reports> NFC Reconcilliation Report			
Click the Search button			
Select the Test 2 from the Search Results			
Enter the following information: POI: 0103 Click the Run button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation > HR Reports> PAR Error Messages			
Click the Search button			
Select an item from the Search Results			
Click the Print PAR Errors button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation > HR Reports> PAR Error Messages (EHD)			
Click the Search button			
Select an item from the Search Results			
Click the Print PAR Errors button			
Ensure that a pop-up message indicates that the report is ready to be viewed			

Navigation > HR Reports > OF8 Report USF			
Click the Search button			
Select an item from the Search Results			
Click the Run button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: HR Reports > PMSO Error Messages			
Click the Search button			
Select an item from the Search Results			
Click the Print Position/Job Code Errors button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: HR Reports > PMSO Error Messages (EHD)			
Click the Search button			
Select an item from the Search Results			
Click the Print Position/Job Code Errors button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: HR Reports > POI Report			
Click the Search button			
Select an item from the Search Results			
Enter the follwing data Agency: LC Subagency: AE POI: 0103 Select POI report with vacant positions			
Click the Run button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: HR Reports > Payroll Document Error Messages			
Click the Search button			
Select an item from the Search Results			
Click the Print PRES Errors button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: HR Reports > Payroll Document Error Messages (EHD)			
Click the Search button			
Select an item from the Search Results			
Click the Print PRES Errors button			
Ensure that a pop-up message indicates that the report is ready to be viewed			
Navigation: Manage Performance > Reports > Missing Performance Plans			
Navigation: Manage Performance > Reports > Late Performance Plans			
Navigation: Manage Performance > Reports > Missing Performance Appraisals			

	Navigation: Manage Performance > Reports > Late Performance Appraisals			
	Navigation: Non-Employee Processing > DUNS Company Report			
	Navigation: Non-Employee Processing >Non Emp Current contract Rpt			
	Navigation: Non-Employee Processing >Non History Contract Rpt			
	Navigation: Non-Employee Processing >Period of Performance Report			
	Navigation: Non-Employee Processing >Process Adjucation Report			
	Navigation: Non-Employee Processing >Process All Non Empl Report			
	Navigation: Non-Employee Processing >Process Sponsor Report			
	Navigation: Transit Subsidy > Transit enrollment load			
	Navigation > Transit Subsidy > Transit File Load			